



## **HEAD OF QUALITY ASSURANCE -NKCC/HR/93 /HoQA/04/01/2024**

### **Job Purpose**

The Manager is responsible for coordinating quality management systems, ensuring all incoming materials and internal processes meet the set quality standards to assure quality of finished products at all times.

### **Key Responsibilities:**

- Overseeing quality assurance matters and maintaining quality management systems in the company
- Reviewing of general quality performance at all locations
- Analyzing statistical data and producing specifications to establish standards of quality.
- Developing a quality policy and formulating a sampling procedure and creating forms as well as instructions for recording and reporting on quality
- Implementing methods and procedures for the disposal of damaged products Overseeing the staff in the Quality Assurance section
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- Preparing and controlling the quality assurance budget
- Overseeing and provide technical support to new product development.
- Overseeing periodic Quality Audits at the processing facilities
- Develop and maintain a working relationship with external quality and environmental governing bodies.
- Generate Quality Compliance Reports and documentation, including review and implementation of work instructions and procedures.
- Act as Management Representative for the Food Safety management and Quality Management Systems of the inter-creamery transfer of products.
- Ensuring adequate root cause determination and corrective actions implementation
- Prepare periodical management and Board reports to update management and Board on performance of the Section.
- **Any other duties as assigned by immediate supervisor.**

## **Qualifications and Personal Specifications**

- Bachelor's degree in Food Science and Technology, Or in Dairy Technology or related field.
- Master's degree in Food Science and Technology or Dairy Technology; or Business Administration.
- Quality Management Systems Certifications.
- Ten (10) years' work experience with at least five (5) years' experience in management role
- Proficiency in computer applications.